



CLERK OF THE BOARD

2015 DEC 29 AM 8:03

CLERK, CIRCUIT & COUNTY CLERK
MIAMI-DADE COUNTY
#1

OPERATIONAL DIRECTIVE NO. 01-02

Last Amended: July 29, 2011

Effective: January 13, 2016

SUBJECT: AIR OPERATIONS AREA (AOA) DECAL, VEHICLE AND DRIVER PERMIT REQUIREMENTS

PURPOSE: To comply with Federal, State, and County security measures governing vehicular access to and use of the Air Operations Area (AOA) at Miami International Airport (MIA).

I. AUTHORITY:

- A. Transportation Security Regulations, 49 CFR Parts 1500 et al. (Civil Aviation Security Rules), as amended.
- B. Chapter 25 of the Code of Miami-Dade County, (known as the Aviation Department (MDAD) Rules and Regulations).
- C. Operational Directive 99-02 (OD 99-02), as amended from time to time, most recently on January 8, 2008.
- D. Miami-Dade Aviation Department Authorized Schedule of Rates, Fees and Charges.
- E. American National Standard Z 24.5-1951.

II. POLICY:

- A. All motor vehicles as defined herein that are operated on the Air Operations Area (AOA) of MIA by employees of companies, airport tenants, or users of the airport including federal and local government agencies, must display a current AOA Vehicle Decal permanently affixed to the lower left side windshield. Undercover or plain vehicles are permitted to mount the decal on a Plexiglas panel placed as close to the lower left side windshield as reasonably possible.
- B. All operators or drivers of a motor vehicle on the AOA must have (i) a valid Florida State driver's license issued either by the State of Florida or by the state in which the employee has been a permanent resident and (ii) an AOA Driver/Movement Permit while operating any motor vehicle on the AOA.
- C. For a vehicle owned by a company, individual, or governmental agency (except for undercover vehicles), the name of the company, individual, or agency must be displayed on both sides of the vehicle (with a minimum 3-inch lettering) and the owner or user of the motor vehicle must be in full compliance with the requirements delineated in Sections IV and V of this Operational Directive.
- D. Vehicles registered or leased to private individuals, other than Miami-Dade County Firefighters assigned to the Mid-Field Fire Station, are not eligible for an AOA vehicle decal. Firefighter's vehicles do not require a company name on either side of the vehicle.

Operational Directive 01-02

Effective: 1-12-16

- E. For purposes of this OD, a "motor vehicle" refers to any four-wheeled passenger car or truck, or combination thereof, or device on wheels, which is self-propelled and used primarily for the transportation of persons or property on the AOA. Additionally, the term motor vehicle does include aircraft or baggage cart tugs or equipment used for the movement of aircraft or baggage, and aviation fueling and hydrant trucks for the pumping and temporary storage of fuels and lubricants used by aircraft and vehicles on the AOA, as well as golf carts, and paymovers.

III. GENERAL REQUIREMENTS:

- A. All companies, individuals, airport tenants, airport users, and government agencies requesting permission to operate vehicles on the AOA at MIA must submit a letter on company, individual, or agency letterhead with supporting documentation. Firefighters assigned to MDAD will submit the required documentation on Miami-Dade Fire Rescue Department (MDFR) letterhead with supporting documentation as described in Section IV.
- B. All supporting documentation must be submitted to the MDAD Airside Operations Office located on the ground floor of Concourse E between gates E-20 and E-22 in the International Satellite Building, (305) 876-7359, and must include the following:
 - 1. Copy of the vehicle registration.
 - a. Leased vehicles require a copy of the lease agreement, listing each vehicle by the Vehicle Identification Number (VIN).
 - b. If the vehicle is leased, the vehicle owner's company name listed on the proof of ownership must match the company name on the leasing agreement, permit, or contract; and
 - 2. Vehicle Decal Permit Application Form (one for each vehicle) and a Letter of Agreement signed by an appropriate representative of the company, individual, or governmental agency for issuance of the Vehicle Decal and/or Permit. There is a fee for each decal. Cash, Company Check, American Express, VISA, Discover, MasterCard and/or MDAD account will be accepted.
- C. A certificate of Automobile Liability Insurance showing proof of insurance in the amounts listed below must be submitted to the MDAD Airside Operations Office and also the Risk Management Division, P.O. Box 025504, Miami, FL 33102. The certificate must show that Miami-Dade County is an additional insured for such coverage and must list MDAD Risk Management and Airside Operations as the certificate holders. The certificate must show insurance coverage applicable to the vehicles for which the Vehicle Decal or Vehicle Permit is sought in the following amounts and subject to the following conditions:
 - 1. Automobile Liability Insurance covering all motor vehicles used on the AOA at MIA by the applicant, in an amount not less than five million dollars (\$5,000,000) combined single limit per occurrence for bodily injury and property damage.

2. The certificate will indicate that no modification or change in insurance shall be made without thirty (30) days advance notice to the certificate holder. If the insurance certificate is scheduled to expire during the period for which the Decal or Permit is issued, a new or renewed insurance certificate must be submitted to the MDAD Airside Operations Office and Risk Management Division at a minimum of thirty (30) calendar days in advance of such expiration. In the event that the insurance coverage or the certificate expires or is cancelled or is not replaced with a new or renewed certificate covering the remainder of the decal or permit period, the decal or permit will be in default and MDAD will terminate access to the AOA. A current certificate of insurance must be submitted annually to both the MDAD Airside Operations and Risk Management Divisions. Failure to provide MDAD's Risk Management Division directly with a copy of the Certificate may subject the Decal or Permit holder to a denial of access to the AOA until the Risk Management Division is provided with a copy of the certificate.

IV. SPECIAL REQUIREMENTS:

- A. Firefighters stationed at MIA - To obtain an MDAD AOA Fire Department Escort Only Decal, a letter must be submitted to the Airside Operations Office signed by the Airport Fire Chief with the following information: the Firefighter's name and vehicle description including the registered owner, make, model, color, tag, VIN number, and proof of insurance. Firefighters must maintain Automobile Liability Insurance covering their personal vehicles used on the AOA at MIA in the amounts of coverage required by MDAD, and updated from time to time. MDFR will be responsible for immediately confiscating and returning to Airside Operations the decals of Firefighters transferred, relocated or separated from the Mid-Field Fire Station. This decal will allow Firefighter-owned and operated private vehicles to enter the AOA only from the Southeast Gate and operate only under MDAD or MDFR escort directly between the Southeast Gate and the Mid-Field Fire Station and back to the Southeast Gate with no other deviation permitted. If any Firefighter vehicle needs to reposition to any other Fire Station, including but not limited to, Station 59, then the vehicle will need to be escorted from the Mid-Field Fire Station directly to the Southeast Gate and the relocation may then be carried out via the exterior (non-AOA) surface streets of Miami-Dade County.
- B. Construction Vehicles – Applications are obtained at the Airside Operations Office (see III (B) above) and must be signed by MDAD's Project Manager supervising the contractor's construction activities. The Project Manager may be contacted at MDAD's Construction Facilities Division, Building 3030.
- C. Delivery Vehicles – Companies providing delivery services to airport tenants or airport users on the AOA must first obtain an MDAD Operating Permit and appropriate AOA forms from the MDAD's Real Estate Management Division, (305) 876-7069. Delivery companies must also present letters from the customers they plan to serve on MIA's AOA, stating how many times a week each customer requires the delivery company to access the AOA.

Operational Directive 01-02

Effective: 1-13-16

- D. Environmental/Engineering Vehicles – Application forms can be obtained at the Airside Operations Office and then taken to the Environmental Engineering Division, Building 5A, 1st Floor, (305) 876-7928. Applications must be signed by MDAD's Environmental Engineering Project Manager prior to submittal to the Airside Operations Office.
- E. Companies requiring access between the hours of 6:00 p.m. and 6:00 a.m. Monday through Friday, or access after 6:00 p.m. Friday through 6:00 a.m. Monday and holidays must have prior approval from the Airside Operations Office.
- F. Prior to the decal being issued, all motor vehicles will be subject to a safety inspection of the vehicle and equipment mandated by Chapter 25 and by Florida's Motor Vehicle requirements.
- G. Service Vehicles – Companies providing services to customers on the AOA other than Delivery Services under Section IV(C) must have a lease agreement with MDAD for an MDAD facility located at MIA. A permit or a sub-lease will not be sufficient in order for a company providing services other than delivery services to access the AOA. The company must provide a complete copy of its MDAD lease at the same time it submits its application for the AOA Motor Vehicle Decal.

V. PERSONAL IDENTIFICATION BADGES AND DRIVER TRAINING:

- 1. All drivers of motor vehicles on the AOA must satisfactorily complete the MDAD AOA Driver and/or Movement Training Course prior to operating a vehicle on the AOA.
- 2. All drivers must keep on their person at all times while on the AOA (i) their MDAD identification card and (ii) their Florida driver's license or the comparable driver's license issued by the state of their most recent permanent residency.
- 3. Drivers who have Restriction A on their license regarding their vision must wear their prescription glasses or lenses to the required correction when operating a motor vehicle on the AOA. Drivers who have Restriction B on their license regarding their hearing must use corrective hearing aid(s) and the vehicle must be equipped with both rear view and right side mirrors. Such drivers must provide medical or audiometric proof (obtained within the previous 6 months) when applying for their AOA Driver's Permit that the driver does not have an average hearing loss in the driver's better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2000 Hz, with or without a hearing aid when the audiometric device is calibrated to the American National Standard Z 24.5-1951.
- 4. For an AOA Driver and/or Movement Training Course scheduling information contact the Airside Operations Office at (305) 876-7359.

VI. EFFECTIVE DATE:

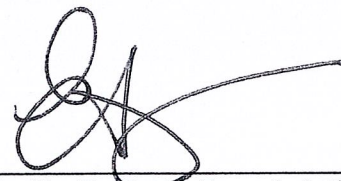
This OD shall become effective 15 days after having been recorded with the Clerk of the Circuit Court as Clerk of the County Commission. The OD shall remain in effect until revoked or modified.

VII. AMENDMENTS:

The Department reserves the right to amend this OD at any time and from time to time. ODs currently in effect may be viewed at http://www.miami-airport.com/compliance_division.asp

VIII. SEVERABILITY:

If any court of competent jurisdiction determines that a provision in this OD is illegal or void, the remainder of this OD shall continue in full force and effect.



Emilio T. González, Aviation Director

Date: 12/18/15